



Capital Planning Committee

Capital Plan for FY2022 (July 1, 2021 – June 30, 2022)
5-Year Plan for FY2022 – FY2026

Date: Thursday, November 5, 2020
Time: 5:00pm-7:00pm
Location: WebEx and Zoom Meeting

Minutes

Attendance: Joseph Barr,
Ida Cody,
Kate Leary,
Kate Loosian,
Phyllis Marshall,
Michael Mason,
Chris Moore,
Angela Olszewski,
Sandy Pooler,
Jon Wallach,
Julie Wayman, Management Analyst
Timur Kaya Yontar,
Jim Feeney, Facilities Director.

Not in attendance: None.

Meeting Opened: Mr. Yontar called the meeting to order at 5:03pm. The minutes of the meeting of October 29, 2020 were reviewed and unanimously approved (moved by Ms. Loosian, seconded by Mr. Mason).

Review of Upcoming Meetings: Mr. Yontar briefly reviewed the upcoming schedule of meetings and Subcommittee reviews, including the planned attendance by Recreation Director Joe Connelly at the next meeting to discuss playground projects and by Energy Manager Ken Pruitt at the December 3 meeting to discuss the Net Zero Plan.

Public Works and Recreation Subcommittee-Recreation Department: Ms. Leary presented the requests from the Recreation Department based on the information in the Subcommittee report. Key points from the presentation were the following:

- Some of the project cost estimates will be updated in the future once more accurate information is available.
- There is uncertainty about how much funding will be available from the Community Preservation Act Subcommittee (CPAC), particularly since there are multiple requests to CPAC and they are likely to exceed what that committee has available.
- Almost all of the Recreation requests for the current fiscal year's plan were removed to make the plan balance, and also in recognition of the fact that CPAC typically pays for playground and field projects (other than school playgrounds, which are not eligible for CPA funding).
- It was also noted that although the Hill's Hill project (item 109) is shown as an existing project, the cost and scope have changed very significantly, so in some sense this is almost equivalent to a new request.

The Committee discussed the following questions about the requests:

- Why is Playground Audit and Safety Improvements item (#98) eligible for capital funding? This is eligible because the reviews should lead to capital improvements.
- For the items that are listed as immediate safety hazards, is there a process to quickly address/resolve these situations? Yes, that is part of item 98, and the Department of Public Works (DPW) also has operating funds for quick repairs.
- Will the Stantec study be providing information on cost escalation for playgrounds? No, but this is something that is being looked at internally. Jim Feeney has indicated that it is hard to get a great handle on this because it changes so much year to year. Right now, costs are going down (most likely due to COVID-19), but not clear if that will last.

The Committee also reviewed the prior year appropriation and balances:

- A question was raised about items 163 and 167 and the plans to spend these balances. Both of these items are encumbered, and Recreation is working on spending down the balances.
- A question was raised about why item 179 overspent, and Ms. Cody indicated that she would check on the encumbrance to see exactly where things stand.

Following the discussion, Mr. Barr made a motion for preliminary approval of all the items, which was seconded by Ms. Leary and unanimously approved.

Administration Subcommittee-Facilities Department: The Committee heard from Jim Feeney, who is the Acting Facilities Director, regarding his current work on ongoing improvements to the Town's approach to managing public buildings:

- He is working with the Superintendent of Buildings to jointly work with all the Town departments to review requests and make sure they make sense.
- He is also working closely with the Planning and Community Development Department on expending funds that are in that department's capital budget based on the prior approach to managing public building, and using existing funds to work on items at various buildings.
- He is trying to get out of the cycle of performing mostly emergency repairs and be more proactive in addressing buildings and systems.

- He is talking with Arlington Public Schools to start looking at system replacement work at some of the early school renovation/rebuild projects, since some of those systems are reaching the end of their useful life.
- He also mentioned the need to make sure that they are getting better cost estimates for work that is being planned and that they are going to be looking for funds to support architecture and engineering consultant work for this purpose.

The Committee then discussed the specific requests from the Facilities Department:

- The Committee had a couple of questions regarding item 31 (Town Hall Renovations):
 - What will the funds for FY22 pay for? This funding will pay for restroom renovations to ensure accessibility. Mr. Feeney said that he is also trying to expedite replacement of the flooring while the building is less used during the COVID-19 shutdown.
 - Are the future year requests indicating that there is \$75,000/year of work, or are these just placeholders? Mr. Feeney said that these numbers have not been adjusted from prior year requests, and he does not yet have a concrete plan for how this money will be spent. He did indicate that this amount is probably not enough to cover everything that needs to be done to Town Hall.
 - Are revolving funds from event fee used to support this work? Mr. Feeney said that they are used on a regular basis, but usually for smaller projects like refinishing the floor in the auditorium.
- The Committee asked where there is any type of rule of thumb for how much we should be spending each year on maintenance, at least as a ballpark figure? Mr. Feeney said that he is trying to move in that direction and indicated that we should be assessing buildings on a five-year basis. They are currently using Dude Solutions for work orders, but that vendor can also do building assessments and create a comprehensive asset database, if we want to pay for that service.
- The Committee asked about the Facilities Department relates to the DPW Yard project? Mr. Feeney said that the Owner's Project Manager works for DPW, but Facilities is involved in providing systems specifications for the building (i.e., HVAC, building controls). In addition, the Facilities Director provides oversight as a voting member of the Permanent Town Building Committee.
- The Subcommittee clarified that they are recommending approval of all three requests from the Facilities Department.

Following the discussion, Ms. Marshall made a motion for preliminary approval of all the items, which was seconded by Mr. Moore and unanimously approved.

Administration Subcommittee-Arlington Public Schools: Ms. Loosian presented the requests from Arlington Public Schools, and the Committee discussed the following topics:

- For replacement of gas-fired HVAC units, are the replacements gas or electric? The replacement is like-for-like, with no changes in the gas-fired technology.
- A couple of the schools are looking at adding cooling in addition to heating, so do the costs include adding cooling or is it just being considered? They are considering adding cooling capacity due to increased heat during the school year and because

school buildings are typically now used all year long, but this cost is not included in the requests. Some of these units can be replaced units that provide cooling, as noted in the Subcommittee report.

- Following up on the discussion during the Facilities report about the need for additional architecture and design work, is it possible to create a line item for planning and design work? Mr. Pooler said that this is something to discuss with the new Facilities Director when that person is hired, and it is not clear if these funds should go in the operating budget or the capital plan.

The Committee also discussed the following specific requests:

- Item 118-Brackett Playground Renovation:
 - Why is this higher than the Town playgrounds and should Town playground projects use a similar budget figure? Mt. Feeney noted that this request also includes a field renovation, and there was also a discussion of the fact that school playgrounds sometimes get heavier use and need to be built differently. The Committee noted that this project should be renamed to make sure the scope is clear.
 - Will bidding this project in the winter help control costs? Mr. Feeney said it would, since the project will then be on the schedule for the selected contractors and they can get everything they need ready in an organized way, thereby better managing costs. They are planning to follow this schedule for the next set of school playgrounds.
 - How are the proposed/requested CPA funds going to be used? These would be used for planning and design, which is an eligible cost.
 - Could the various elements of this work be spaced out over time? The areas being worked on are so close together that it would be difficult to do one piece at a time and it is more efficient to do it as a single project.
- Item 120-Van #113 Food Service:
 - This should be moved to FY25; a mistake was made in entering the data.
- Item 125-Facilities Vehicle Replacement:
 - Replacing two vehicles at the same time in FY22 will allow for a significant cost saving.
- Item 126-Bishop Envelope Repairs:
 - A building envelope expert has been engaged to look at what improvements are needed. Having design funds in advance will allow for bidding at a time when the prices may be lower over the winter.
- Item 131-Hardy HVAC Roof Top Units:
 - Why is project so expensive as compared to other HVAC replacements? Because Hardy does not have individual units for classrooms, everything is ducted from the units on the roof, which leads to having a total of ten rooftop units.

Following the discussion, Mr. Wallach made a motion for preliminary approval of all items, plus an additional allocation of \$60,000/year for building assessments. The motion was seconded by Mr. Moore and unanimously approved.

Public Works and Recreation Subcommittee-Department of Public Works (Non-Town Yard): Mr. Barr presented the requests from the DPW, other than the Town Yard project that was discussed at a prior meeting. The list of requests mostly consists of advancing the prior year requests, and adding another year for the new FY2026 requests, along with minor adjustments to the expenditure amounts for prior year requests.

The Committee did not have significant questions regarding the DPW requests, but did discuss the need for additional funds for roadway repairs, sidewalk ramps and overall repairs, and upcoming water/sewer needs. Regarding potential sweeps, the Committee did discuss the ongoing delays in expending the various funds for the Mystic Street Bridge, and Mr. Barr explained that the project is awaiting completion of associated private utility work. Once that work is completed, work on the bridge itself can begin, which is expected to take place in the spring of 2021.

Following the discussion, Ms. Olszewski made a motion for preliminary approval of all the items, which was seconded by Mr. Moore and unanimously approved.

The discussion of the report on Libraries from the Administration Subcommittee was deferred to the next meeting.

New Business: There were no new business items.

Meeting Adjournment: The meeting adjourned unanimously at 7:15pm (moved by Ms. Loosian, second by Mr. Pooler).